



## FACES.NET Training Courses December 2008

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**FACES.NET Training** for the month of December located at **702 H ST., NW** unless otherwise specified.  
**Questions? Call 202-434-0009.**

### December Calendar At-a-Glance

Date	Course Title (at-a-glance)
December 2 - 4, 2008	FACES.NET Pre-Services PA (017)
December 3 - 4, 2008	FACES.NET CPS (071)
December 5, 12, and 19, 2008	FACES.NET Workday
December 9 - 11, 2008	FACES.NET Pre-Services CFSA (071)
December 15, 2008	FACES.NET Overview
December 15, 2008	FACES.NET Management Reports Overview
December 16, 2008	FACES.NET Provider/OLM
December 18, 2008	FACES.NET Provider Web

Course Title	Date	Course Description	Target Audience	Location
FACES.NET Pre-Services PA (017)	December 2 - 4, 2008 <b>9:00 AM – 4:00 PM</b>	<p>The Pre-Service three-day course is for members of the PA (017) Training Orientation class. It will cover navigation in FACES.NET and the basics of case management. Major topics of the sessions include entering client information and contacts, as well as correctly recording the removal and placement of a child. Social workers will also create a court report and case plan, and work with related court, assessment, and services screens in FACES.NET. Also in this course, social workers will learn the techniques of searching the FACES.NET database, entering collaterals, closing a case, and signing up for training online.</p> <p><b>Who Should Enroll:</b> New Private Agency Social Workers Only.</p> <p><b>Prerequisite:</b> None.</p>	The training is intended for new employees of PA (017) Training Orientation class. After successful completion of <u>all</u> 3 days of this course, the participant will be given security clearance to access the FACES system. Please note the supervisors will need to have their employees fill out a CFSA demographic and security form and submit that paperwork to Human Resources. Fax to CISA at 202-434-0098.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor)
FACES.NET CPS (071)	December 3 - 4, 2008 <b>9:00 AM – 4:00 PM</b>	The FACES.NET CPS Overview course is a one and a half day course designed for both Hotline Workers and Investigation Workers. The course will educate workers about the new and improved FACES application. We will begin with an informative slide-show, covering the basic lay-out of the system, navigational changes, and security matters. The FACES CPS track has gone through major functional enhancements, and there is an exciting new flow to the hotline. For instance, a new Decision Tool screen has been added to the Intake track to aid workers in making that often difficult decision of screening out or accepting an intake call. This decision tool is intended to streamline the manner in which hotline calls are handled. Learn about new functions such as the decision tool and much more in FACES.NET training. Workers will gain hands-on experience by entering CPS information into a test environment to make training more realistic to your everyday practice.	This session is for employees working under the CPS and Investigations Administration at CFSA.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor)

		<b>Who Should Enroll?</b> CFSA Hotline Workers and Investigation Social Workers		
FACES.NET Workday	December 5, 12, and 19, 2008 <b>9:00 AM – 4:00 PM</b>	FACES.NET Workdays are designed for workers to access their cases in FACES.NET. Workers will be able to work in an environment to “catch up” on recording pertinent information in their own cases. Members of the Trainer Team will be available if needed for assistance. Workers may come in for any part of the day agreed upon by the worker and trainer.  <b>Who Should Enroll?</b> Any internal or external case-carrying workers.  <b>Prerequisite:</b> FACES.NET Pre-service or Core Training.	All CFSA or consortium workers who have security clearance to access their own FACES.NET workloads are welcome to sign up for the FACES.NET Workday. Because of the limited number of spaces, workers should always enroll in advance. Supervisory approval is necessary for enrollment.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor)
FACES.NET Pre-Services CFSA (071)	December 9 - 11, 2008 <b>9:00 AM – 4:00 PM</b>	The Pre-Service three-day course is for members of the CFSA (071) Training Orientation class. It will cover navigation in FACES.NET and the basics of case management. Major topics of the sessions include entering client information and contacts, as well as correctly recording the removal and placement of a child. Social workers will also create a court report and case plan, and work with related court, assessment, and services screens in FACES.NET. Also in this course, social workers will learn the techniques of searching the FACES.NET database, entering collaterals, closing a case, and signing up for training online.  <b>Who Should Enroll:</b> New CFSA Social Workers Only.  <b>Prerequisite:</b> None.	The training is intended for new employees of CFSA (071) Training Orientation class. After successful completion of <u>all</u> 3 days of this course, the participant will be given security clearance to access the FACES system. Please note the supervisors will need to have their employees fill out a CFSA demographic and security form and submit that paperwork to Human Resources. Fax to CISA at 202-434-0098.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor)
FACES.NET Overview	December 15, 2008 <b>9:00 AM – 4:00 PM</b>	This one-day course covers navigation in FACES.NET Overview and the basics of case management. Major topics of the session include entering client information	This session is designed for individuals from the Private Agencies who are responsible	CISA/FACES 702 H Street NW

		<p>and contacts. Attendees will also get an introduction to the removal and placement, court, and case plan screens in FACES.NET. Also in this course, social workers will learn the techniques of searching the FACES.NET database and signing up for training online.</p> <p><b>Who Should Enroll?</b> New CFSA and External Agency employees needing limited access to FACES.NET</p> <p><b>Prerequisite:</b> None.</p>	for inputting placement information that will trigger payments for children in your care, and Monitors who are responsible for overseeing this process.	Washington, DC 20001 (Second Floor)
FACES.NET Management Reports Overview	December 15, 2008 <b>9:00 AM – 12:00 PM</b>	<p>FACES.NET Management Reports Overview training is designed to help CFSA and Private Agency social workers become sufficiently familiar with accessing the reports. Students will become knowledgeable on how to effectively navigate the report screens and how to download reports to Excel spreadsheets. They will use analysis tools to track case-plan, visit and other specific reports related to their job function.</p> <p><b>Who Should Enroll?</b> This three-hour course is designed for CFSA and Private Agency Managers and social workers.</p> <p><b>Prerequisite:</b> FACES.NET Overview Training or equivalent experience.</p>	They will use analysis tools to track case-plan, visit and other specific reports related to their job function.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor)
FACES.NET Provider/OLM	December 16, 2008 <b>9:00 AM – 4:00PM</b>	<p>The FACES.NET Provider course is a one day course for workers in Resource Development Units of the external agencies. The course will educate workers about the new and improved FACES application. FACES.NET showcases new looks and new navigational methods that will make your data entry experience more pleasant. The course will begin with a slide-show, covering the basic lay-out of the system, navigational changes, and security matters. Workers will then get hands-on experience in recording placement and service provider information. With FACES.NET, you now have the capability to print out your home studies from the system!</p>	This training is targeted at workers from the external agencies' Resource Development Unit or other workers with parallel functions.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor)

		<p>As an added bonus, the Provider Directory is now available on both the CFSA <u>Intranet</u> as well as the <u>Internet</u>. This means that now external agencies can also see the community-based providers that are available for our clients by visiting the Provider Directory on the web.</p> <p><b>Who Should Enroll?</b> This training is intended for individuals from the External Agency or License and Monitoring Administration.</p> <p><b>Prerequisites:</b> None.</p>		
FACES.NET Provider Web	December 18, 2008 <b>9:00 AM – 12:00 PM</b>	<p>The Provider Web half-day course will cover how to enter emergency placements into FACES.NET, including tracking, updating and reconciling placements for contracted providers. One of the enhanced features within the Placement Provider Web is the Monthly Placement Utilization Report, commonly referred to as MPUR. Training will cover submitting MPURs as monthly invoices. After successful completion of this course, the participant will be given security clearance to access the FACES.NET Provider-Web system.</p> <p><b>Who Should Enroll?</b> This training is intended for individuals from the External Agency who are responsible for inputting placement information that will trigger payments for children in that agency's care.</p> <p><b>Prerequisites:</b> None.</p>	<p>The training is intended for new employees at CFSA or outside agencies who will not be handling cases but who need general knowledge of FACES.NET (including SSA's). After successful completion of this course, the participant will be given limited security clearance to access the FACES.NET system. Note: The training supervisor will need to register new employees in FACES.NET in order to enroll their employees for FACES.NET training online.</p>	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor)